

# Tasks Management

Click Task under the transactions Menu.

**CUTEFM**

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- CONTRACT
- TASK**
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**TASK LIST**

Search for task ... Add

Actions	Type	Customer Name	Task Name	Task Due Date	Action Comments	Created By	Created Date	Updated By	Updated Date
	Renewal	C-001	Renew MCST Contract	30-09-2025	Renew MCST Contract	Naveen	21-09-2025		

Showing 1 of 1 Results Previous 1 Next

To add a new Task

- Click Add
- Choose Task Type
- Enter Task Name
- Enter the Target Date
- Enter Actions taken and comments by editing it whenever required.
- Click Save

**TASK EDIT**

Task Type: Renewal

Customer: C-001 - cutelInfocomm

Task Name: Renew MCST Contract

Date: 30/09/2025

Action / Comments: Renew MCST Contract

Save Cancel

The Task Type can be managed using Admin -> Other Types options

















**CUTEFM** Customer > List

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  - OTHER TYPE** (highlighted with red arrow)
  - LOGOUT

**OTHER TYPE LIST** Add

Search for other type...

Actions	Name	Code	Created By	Created Date	Updated By	Updated Date
 	Service Type	Electrical	Naveen	21-09-2025		
 	Service Type	Lift	Naveen	21-09-2025		
 	Service Type	PEST Control	Naveen	21-09-2025		
 	Task Type	Renewal	J Navaneethan	01-08-2025		
 	Company	Mech-Power Generator Pte Ltd	daintreeressidence	01-07-2025		
 	Company	Reflex-O Recreations Pte Ltd	daintreeressidence	01-07-2025		
 	Company	Anticimex Pest Management Pte Ltd	daintreeressidence	01-07-2025		
 	Company	Yi Wee Pools Pte Ltd	daintreeressidence	01-07-2025		

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Revision #3

Created 21 September 2025 11:36:03 by Jnaveen

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